



**CENTRAL UNIVERSITY OF RAJASTHAN (CURAJ)**

(Established under Central Universities Act, 2009)

NH-08, Bandarsindri, Kishangarh, Ajmer (Rajasthan) - 305817

Tel: 01463-238723, 238755, Fax: 01463-238722, Website: [www.curaj.ac.in](http://www.curaj.ac.in)

**NOTICE INVITING TENDER**

I. **ABOUT UNIVERSITY:** The Central University of Rajasthan (CURAJ) has been established by an Act of Parliament (Act No. 25 of 2009, The Gazette of India, No. 27, published on 20th March, 2009 as a new Central University, and is fully funded by the Government of India. University is functioning from its campus spread over 518+ acres of land. Presently, this University is offering 21 PG programmes, 19 Ph.D. programmes, 10 Integrated (UG+PG) programmes and 4 Integrated M.Sc. B.Ed. Programmes. About 2000 students and staff are currently residing in the campus.

**Location:** The University campus is situated at Bandarsindri about 20 Kms distance from Kishangarh, 46 Kms from Ajmer, 85 Kms from Jaipur while going from Jaipur to Ajmer and about 1.5 Kilometers from the highway (NH-8).

Name of the work/services: **“Providing Mess Services for B-4 Mess at Central University of Rajasthan”**

Open Tender enquiry No: CURAJ/R/F.99/2018/457 dated 04/05/2018

**II. THE BID DOCUMENT:**

1. Tenders are invited from well established, reputed and experienced Vendors/Agencies for providing Mess services at Central University of Rajasthan, NH-08, Bandarsindri, Kishangarh, Ajmer Rajasthan – 305817, strictly as per the Terms and Conditions notified in this tender document available at the official website [www.curaj.ac.in](http://www.curaj.ac.in) of Central University of Rajasthan. The tender documents either can be downloaded from the website or can be had from the office of the Registrar, CURAJ. The bidder must read the prescribed terms and conditions carefully before submitting the bids with supporting documents.

2. **Brief Scope of Work**

1. University intends to run B-4 Mess for approximately 200 students (boys). The Vendor has to prepare and serve breakfast, lunch and dinner to the students on regular basis without fail.
2. The Central University of Rajasthan, Bandarsindri intends to invites bids for providing Mess services in the premises of the University in B-4 Mess (Breakfast/Lunch/Dinner). The Vendor is expected to provide Mess services to students, employees and guests of the university. In addition, the mess services may also be required on various occasions in the University.
3. In addition to providing mess facility the bidder should quote to run canteen facility beyond mess timings. It is required to submit a separate proposal in a sealed envelope containing the items to be made available along with the rates for canteen. The envelope should be super



## **Tender for Providing Mess Services at B-4 Mess of Central University of Rajasthan**

- scribed with the words, 'Proposal for canteen'. This should not be kept either in technical and / or price bid of Mess services. Technical Bid shall contain information regarding Business turnover, experience and other details of the firm to judge the suitability of the bidder for Mess and Canteen facilities.
4. Tenders are invited from well established, reputed and experienced agencies/ individuals for providing Mess services at Central University of Rajasthan, NH-08, Bandarsindri, Kishangarh, Ajmer Rajasthan – 305817, strictly as per the Terms and Conditions notified in this tender document available at the official website [www.curaj.ac.in](http://www.curaj.ac.in) of Central University of Rajasthan. The bidder must read the prescribed terms and conditions carefully before submitting the bids with supporting documents.
  5. The menu and other conditions (subject to modifications as per the seasons / occasion) are given in the table (Annexure – VIII)  
The timings for serving food shall be as follows:
    - Breakfast - For Monday to Sunday 08.00 AM-10.00 AM
    - Lunch - For Monday to Sunday 12.30 PM -2.30 PM
    - Dinner - For Monday to Sunday 07.30 PM- 9.30 PM
    - ❖ The menu and timings are subjected to change as decided mutually by the Mess Committee and Vendor.

### **3. Schedule for invitation of tender:**

a.	Tender Document Uploading on website	:	04 <sup>th</sup> May, 2018
b.	Pre Bid Meeting	:	15 <sup>th</sup> May, 2018 at 2:30 PM
c.	Last date and time for receipt of bids	:	24 <sup>th</sup> May, 2018 at 2:00 PM
d.	Technical Bid Opening Date and time	:	24 <sup>th</sup> May, 2018 at 3:00 PM

### **4. Tender Documents :**

#### 4.1 Contents of Tender Documents.

Through this Tender Document tenders are invited for **Providing Mess Services for B-4 Mess at Central University of Rajasthan**. The Tender document comprises of:

- I. About University
- II. The Bid Document
- III. Requirement for submitting the Tender
- IV. Technical Bid
- V. Price Bid
- VI. General Terms & Conditions
- VII. Statutory requirements to be complied with
- VIII. Operational requirements including hygiene conditions to be met
- IX. Role of Vendor (Do's and don'ts for the Vendor)
- X. Penalties
- XI. Termination
- XII. Jurisdiction



- **The contents listed from VI to X form part of the LOI/Work Order.**

**ANNEXURES:**

- i. Tender form for providing mess services(Annexure-I)
  - ii. Details of Bid Security/ (EMD Deposit) (Annexure-II)
  - iii. Income Tax Return & PAN Number/GST Registration / Labour License no./EPF Code/ ESI Registration No./License under FSS Act 2006 (Annexure-III)
  - iv. Undertaking – Years of Experience (Annexure-IV)
  - v. Undertaking by the Applicant (Annexure-V)
  - vi. List of Present clients (Annexure-VI)
  - vii. Pre-qualifying Technical Bid (Annexure-VII)
  - viii. Sample Menu and other conditions (Annexure-VIII)
  - ix. List of Kitchen Equipment to be provided by CURaj for B-4 Mess (Annexure-IX)
  - x. Price Bid (Annexure-X)
- 4.2 The bidder is expected to go through carefully all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish complete information as required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of the bid.
- 4.3 The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.
- 4.4 The bidder shall check the pages of all documents and in case of any discrepancy or missing pages, the bidder shall inform the Registrar, CURAJ, for redressal, on or before the date of Pre Bid Meeting as stated above.
- 4.5 In case the bidder is not clear about the meaning of anything contained in the Tender document, they shall seek clarification from CURAJ during Pre bid meeting. Any such clarification, together with all details on which clarification had been sought, if found relevant will be factored and notified on the website of the University. All such notification shall be considered as part of the tender document. All communications between the bidder and CURAJ shall be carried out in writing.
- 4.6 Except for any such notification/written clarification issued by the Office of the Registrar of the CURAJ, no other communication, presentation or explanation by any employee of CURAJ shall be taken to bind or fetter CURAJ under the contract

**5.1 Language**

All Bidders must submit the certificates and other accompanied documents either in Hindi or English. In case the certificates and such documents are in any other language, they shall be accompanied by the translated English version. The English version shall prevail in matters of interpretation.

**5.2 Documents Comprising the Bid**

Tender document issued for the purposes of tendering is described and any amendments issued subsequently, shall be deemed as incorporated in the document, forming part of it.

- 5.3 The bidder shall, on or before the last date of submission given in the Notice Inviting Tender, submit his bid in sealed envelopes clearly marked as **“Providing Mess Services for B-4 Mess at Central University of Rajasthan”**.



## ***Tender for Providing Mess Services at B-4 Mess of Central University of Rajasthan***

- 5.4 One copy of the Tender document and Addendum, if any, thereto with each page signed and stamped shall be annexed to acknowledge the acceptance of the same.
- 5.5 The Vendor shall deposit Bid Security (Earnest Money Deposit) for an amount of **Rupees Two Lakh Only** in the form of an Account Payee DD from a commercial bank, in favor of “Central University of Rajasthan”, payable at Kishangarh along with the Tender document.
- 5.6 The Bid document shall be addressed to The Registrar, Central University of Rajasthan, NH-8, Bandarsindri, District-Ajmer, Rajasthan-305817 and sent by speed post so as to reach the office before the date and time as mentioned above. The Bid document can also be placed in the Tender Box available for this purpose in the Office of the Registrar.

### **6 BID PRICES:**

- 6.1 The rates and prices quoted by the Bidder shall **be exclusive** of GST/ all other taxes imposed by State Govt./Govt. of India in force from time to time.
- 6.2 The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected.
- 6.3 Conditional bids/ offers will be summarily rejected.

### **7. BID DOCUMENT:**

- 7.1 The bid document shall be completed in all respects and duly signed and stamped by an authorized representative of the Bidder. The signatory shall attach appropriate authorization document to that effect.

### **8. CURRENCIES OF BID AND PAYMENT:**

- 8.1 The Bidder shall submit his price bid/offer in Indian Rupees only and payment under this contract will be in Indian Rupees.

### **9. DURATION OF CONTRACT:**

- 9.1 The contract will initially be for one year and CURAJ reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions.

### **10. BID SECURITY:**

- 10.1 The Vendor shall deposit Bid Security (Earnest Money Deposit) for an amount of **Rupees Two Lakh Only** in the form of an Account Payee DD from a commercial bank, in favor of “Central University of Rajasthan”, payable at Kishangarh along with the Tender document.
- 10.2 Bid securities of the unsuccessful bidders will be returned to them after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
- 10.3 Bid security of the successful bidder shall be returned on receipt of Performance Security in CURAJ and after signing the contract agreement.
- 10.4 Bid Security shall be forfeited if the bidder withdraws his bid during the period of its validity.



**11. FORMAT AND SIGNING OF BID DOCUMENT:**

- 11.1 The bidder shall submit one copy of the Tender document and addendum, if any, thereto, with each page of the said document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.
- 11.2 The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.
- 11.3 The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by CURAJ. Should there be a need for corrections by the bidder, such corrections shall be initialed/signed and dated by the person or persons signing the bid.

**12 SUBMISSION OF BIDS:**

- 12.1 The bidder shall submit the Technical Bid and Financial Bids in separate sealed covers, clearly super-scribing “**Technical bid for Providing Mess Services for B-4 Mess at Central University of Rajasthan**”, and “**Financial Bid for Providing Mess Services for B-4 Mess at Central University of Rajasthan**” respectively. These two sealed covers shall be put in another cover which should also be sealed, signed and duly super-scribed “**Tender for Providing Mess Services for B-4 Mess at Central University of Rajasthan**”.
- 12.2 For Canteen services a separate proposal in a sealed envelope containing the items to be made available along with the rates for canteen should be submitted. The envelope should be super scribed with the words, ‘Proposal for canteen’. This should not be kept either in technical and / or price bid for Mess Services.
- 12.3 The tender shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Bid Document.

**ADDRESS OF CURAJ:**

The Registrar,  
Central University of Rajasthan  
NH-08, Bandarsindri, Kishangarh,  
Ajmer (Rajasthan) – 305817

**13. Late and Delayed Tenders:**

- 13.1 Bids must be received in CURAJ at the address specified above but not later than the date and time stipulated in the NIT (Notice Inviting Tender). CURAJ may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of CURAJ and the Bidder will be the same.
- 13.2 Any bid received by CURAJ after the specified date & time for submission of bids, as stipulated in this tender document, shall not be considered and will be returned unopened to the bidder.



#### **14 Bid Opening and Evaluation:**

- 14.1 The authorized representatives of CURAJ will open the Technical Bids in the presence of the Bidders or their representatives who choose to attend, at the appointed place and time.
- 14.2 In case the date of opening of tenders is a declared holiday for unforeseen reasons, the tenders shall be opened on the next working day at the same time.
- 14.3 The bid which does not comply with one or more of the conditions prescribed in the terms and conditions, will be summarily rejected.
- 14.5 Subsequently, the selected technical bids will be evaluated as per the methodology given in the Tender document.
- 14.6 Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders who choose to attend the meeting for financial bid opening. The date and time for opening of the financial bids shall be informed to bidders shortlisted after evaluation of the technical bids.

#### **15 Right to accept any Bid and to reject any or all Bids:**

- 15.1 CURAJ is not bound to accept the lowest or any bid and may at any time terminate the tendering process by notifying on the web site of CURAJ.
- 15.2 CURAJ may terminate the contract, if it is found that the bidder was black listed/debarred on previous occasions by any of the Departments / Universities / Institutions /Public Sector Undertakings etc. of Central/State Government.
- 15.3 CURAJ may terminate the contract in the event the successful bidder fails to furnish the Performance Security or fails to execute the agreement within twenty one days from the date of the award of the work.

#### **16 Award of Contract:**

- 16.1 CURAJ will award the contract to the successful bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract as per the terms and conditions incorporated in the bidding document.
- 16.2 CURAJ will communicate the successful bidder by email confirmed by letter transmitted by Speed Post / Registered post that his bid has been accepted. This letter (hereinafter and in the condition of contract called the “Letter of Intent”/”Work Order”) shall prescribe the amount which CURAJ will pay to the Vendor in consideration of the execution of work/services by the Vendor as prescribed in the contract.
- 16.3 The successful bidder shall be required to furnish a Performance Security within 15 days of receipt of ‘Letter of Intent’ /”Work Order” for an amount of **Rs. Three Lakh Only**. The Performance Security shall be in the form of an Account Payee DD, Fixed Deposit Receipt or Bank Guarantee from a commercial bank, in favor of “Central University of Rajasthan”. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the Vendor accordingly.



## ***Tender for Providing Mess Services at B-4 Mess of Central University of Rajasthan***

16.4 Failure of the successful bidder to comply with the requirements of above clauses shall constitute a sufficient ground for the annulment of the award and forfeiture of Bid Security.

**III. REQUIREMENTS FOR SUBMITTING THE TENDER:** The following documents along-with supporting certificates must be submitted so as to reach the Office of the Registrar, Central University of Rajasthan, Bandarsindri, Kishangarh, Rajasthan - 305817, on or before the last date and time of the closing of the tender:

- i. Covering letter indicating the list of enclosures.
- ii. Bid Security (EMD) in original
- iii. Pre-receipted acknowledgement for the refund of Bid Security.
- iv. Original/downloaded tender document duly filled in, signed and stamped by the bidder or his authorized representative.
- v. Additional information of the bidder duly signed by the bidder or authorized representative of the bidder in the proforma and format as given in **Annexure-I**
- vi. Declaration in **Annexure II** along with proof of bid security amount.
- vii. Declaration as per **Annexure-III** along with attested Copy of Income Tax Return for the last three years, PAN No., License under FSS Act- 2006, Labour License No., EPF Code No., ESI Registration No. and GST Registration Certificate of the Bidder.
- viii. Undertaking about years of experience in the field of mess service shall be given in – **Annexure-IV**
- ix. Undertaking by the Applicant – **Annexure –V**
- x. List of present clients for the annual turnover value not less than Rs. 25 Lakh for each client **ANNEXURE-VI**
- xi. Proof of successful execution along-with certified copies of the Award of Work/Agreement executed for providing of identical/similar Services.( Annexure IV & VI)
- xii. Solvency certificate from bankers for the value not less than Rs. 10 lakh and not older than 6 months reckoned from the last date of submission of the bid.
- xiii. Pre-qualifying Technical Bid as per **Annexure -VII**
- xiv. Sample Menu and other conditions as per **Annexure – VIII.**
- xv. List of Kitchen Equipment to be provided by CURaj for B-4 Mess **Annexure – IX.**
- xvi. Price Bid as per **Annexure X.**
- xvii. Technical bid and price bid as per this tender document. However it must be noted that the no price should be indicated in the technical bid.
- xviii. Each page of the tender should be numbered and signed by the bidder with the seal of the firm.

### **IV. TECHNICAL BID**

1. The sealed offers shall be submitted on or before due date. Late quotations will not be acceptable on any account.
2. The bidder shall submit the Technical Bid and Financial Bids in separate sealed covers, clearly super-scribing “**Technical bid for Providing Mess Services for B-4 Mess at Central University of Rajasthan**”, and “**Financial Bid for Providing Mess Services for B-4 Mess at Central University of Rajasthan**” respectively. These two sealed covers shall be put in another



## **Tender for Providing Mess Services at B-4 Mess of Central University of Rajasthan**

cover which should also be sealed, signed and duly super-scribed "Tender for Providing Mess Services for B-4 Mess of Central University of Rajasthan".

3. For Canteen services a separate proposal in a sealed envelope containing the items to be made available along with the rates for canteen should be submitted. The envelope should be super scribed with the words, 'Proposal for canteen'. This should not be kept either in technical and / or price bid for Mess Services.
4. The Draft of Earnest Money Deposit Amounting Rs. Two Lakh only should be kept in Technical Bid envelope.
5. Price bid shall contain details of quality, brand of standard products to be served, and also price of the full day and per month menu etc. It would also contain details of the persons and their number to be deployed. The Technical bid will be opened on 24<sup>th</sup> May, 2018 at 3 PM in the office of the Central University of Rajasthan, Bandarsindri in the presence of the bidders, present at that time. Price bids of only those bidders will be opened whose technical bids are found suitable and declared qualifying in the eligibility criteria.
6. Date of opening of price bids will be decided after technical bids have been opened and evaluated by the Committee. After evaluation of the financial bids, before execution of the contract, Vendor must come to Central University of Rajasthan for discussion with mess committee.

### **A. Pre-Qualifying Criteria:**

**The Technical Bids of only those bidders who fulfill the following criteria shall be considered for further evaluation:**

1. Eligibility Criteria: -
  - a) The tenderer should have experience of satisfactorily running a mess with a minimum capacity of 150 students/members for at least two years (during the period of last four years) in reputed govt. funded educational institutes / similar organizations/Establishments. The bidders having experience only in the Cafeteria (snacks & beverage services) will not be considered for mess services.
  - b) The Vendor must have valid license under Food Safety and Standards Act 2006.
  - c) The tenderer should have preferably qualified professionals in the field of mess management and cooking, (qualified degree/diploma holder in food catering from Govt. /Govt. recognised institution) on his role during last 3 years for deputation at Central University of Rajasthan.
  - d) The tenderer should have adequate financial capacity to run the B-4 Mess. His average Annual turnover should not be less than 25 Lakh during last 3 years. Tenderer need to submit supporting documents (Such as Annual Audited Accounts for last three financial years, Bank Solvency Certificate for Rs. 10 lakhs).
  - e) Tenderer (Vendor) should have ISO certificate applicable for this type of services.
  - f) The tenderer should have PAN, GST Registration, EPF registration, ESI registration, Labour license/registration and other such registration, which is required to carry out such work.  
\* (Document proof to be attached for the above).





***Tender for Providing Mess Services at B-4 Mess of Central University of Rajasthan***

2. **Earnest Money Deposit amounting to Rs. 2.00 lakh.**
3. Minimum average annual turnover of Rs. 25.00 Lakh during the FY 2014-15, 2015-16 & 2016-17. A copy of audited Annual Reports/Balance Sheet/Auditor's Report/Profit & Loss account etc. for FY 2014-15, 2015-16 and 2016-17.
4. Financial Solvency of Rs 10 Lakhs for which certificate duly signed by the Bank manager/ authorized official of a commercial Bank must be submitted.
5. The Agency should be in the business of Mess services continuously for a period of last 4 years (to be counted up to the last date of submission of the bids); out of which at least two year of experience should be in a State University / Central University / NIT / IIT / IIM / IISER / IISC / IIIT / ISM / NISER or any such Educational/Training /Research Institution of Government of India / a State Govt. Certificate to this effect should be provided as per Annexure- IV supported by certificate(s) from University / Institution.
6. Minimum of three clients with annual bill value of Rs. 1.00 Crore each during last two years.
7. The agency shall have necessary licenses/ authorizations for providing mess services.
8. In case, the agency already provided Mess Services to the University in the past and did not work satisfactorily, will not be considered for Technical Bid Evaluation.
9. The bidder must have a valid license under Food Safety and Standards Act 2006. Photocopy of license duly signed and stamped by Bidder must be submitted.
10. IT returns of previous years that is 2014-15, 2015-16, 2016-17 and photocopy of PAN Card/and certificate of GST Registration.
11. EPF Registration Certificate under CPF Act 1952.
12. ESI Registration Certificate.
13. Labour License Certificate.

**Note:-** All above information and document in support of the above shall be submitted as per Annexure VII for verification. In case of non- submission of requisite document(s) or providing incomplete technical details by the bidder, the bid is liable to be rejected during the technical evaluation stage without any further reference, whatsoever.

**B. Technical Evaluation:**

The bids which qualify the pre- qualifying criteria as mentioned in the **part A** above, would be considered for Technical Evaluation. Two hard copies of the technical presentation have to be submitted for the Technical Evaluation.



**Tender for Providing Mess Services at B-4 Mess of Central University of Rajasthan**

The Bidder scoring 50 or more marks out of following 100 of the total shall qualify and their bid be considered as technically Qualified bid. (The University may include any other parameter for technical evaluation):

Sr. No.	Parameters	Maximum Marks
1	Certification, other than required in eligibility and Pre-qualification criteria, such as certification by ISO, Quality Council of India, etc.	10
2	Experience, other than required in eligibility and Pre-qualification criteria: 1. Centre/ State Government institutions 2. Other institutions	10
3	Financial position, other than required in eligibility and Pre-qualification criteria: 1. Exclusively for mess services 2. Other services	10
4	Qualified staff, other than required in eligibility and Pre-qualification criteria 1. Kitchen and serving staff 2. Office staff for documentation and correspondence with university	10
5	Proper uniform of staff including apron, chef cap, gloves, etc.: 1. Kitchen and serving staff 2. Office staff	10
6	Appreciation letter from the organizations already served/being served clearly stating that the services are exemplary and praise worthy: 1. Centre/ State Government institutions 2. Other institutions	10
7	Any documentary proof that the firm would extend services in a manner which demonstrate their special skills with respect to maintaining very high standards of hygiene and neatness (should spell out how the hygiene and neatness will be ensured)	10
8	Employment of staff with qualification from Institute of hotel management/ Food craft institute/govt./ govt. recognized institutions.	10
9	Any other voluntarily proposal to enhance the quality/performance of the desired mess services such as installation of biometric system of attendance, computerized billing system with ERP, etc.	10
10	Acceptance for taking up special/additional assignments of	10



	university for providing special meal as and when required.	
--	---	--

The decision of the Technical Evaluation committee shall be final and no representation in this regard shall be entertained. **The price bids of only technically responsive bid shall be opened.** The responsive Bidders are advised to be present at the time of price bid opening (time, date and venue will be informed through email/phone to the responsive Bidders)

**Note:** The Bidders are advised to provide authentic information as needed and relevant both while submitting bid document (eligibility and technical) as well as during technical presentation/discussion to enable the evaluation committee to make proper judgment and objective assessment. Failure to provide required information or satisfactorily prove the statements or establish the veracity of claims would go against the Bidder. No claim made subsequently shall be accepted or entertained.

## **V. Price Bid**

The Price Bids must be submitted in the prescribed format in the (**Annexure-X**) and nowhere else the prices shall be mentioned.

- i. \*PLEASE NOTE THAT NO PRICES SHALL BE INDICATED IN THE TECHNICAL BID OTHERWISE, THE BID WILL BE REJECTED OUTRIGHTLY WITHOUT ANY FURTHER CORRESPONDENCE**
- ii. Method of evaluation of price bid:**

The bid shall be evaluated based on following criteria:

- a. The price bid is to be quoted strictly as per the format given in ANNEXURE X. There should be no cutting or overwriting.
- b. If price bid is not quoted as per the format in ANNEXURE X, the bid may be liable to be rejected or the evaluation committee may make its own judgment.
- c. The minimum BASE RATE for Mess services per student per day shall be decided by the Committee headed by the Vice-Chancellor along with all other stake holder and shall be kept confidential till the time of opening of the price bid. **THE BIDDERS QUOTING RATES BELOW THE BASE RATE SHALL BE REJECTED.** A Variation of (-) 5% would be allowed in quoted rate by the bidder i.e., Bidders quoting rates, less than the rate (base rate - 5% of base rate) will be rejected (for e.g. if base rate is Rs. 100/-, then bidders quoting Rs. 95/- (Rs. 100 - 5 = 95) and above would be considered for evaluation and bidders quoting below Rs. 95/- would be rejected). University reserves the right to negotiate the daily rate with L1 if the quoted rate is found abnormal when compared with the BASE RATE.

## **VI. General Terms and Conditions**



***Tender for Providing Mess Services at B-4 Mess of Central University of Rajasthan***

1. The allotment of Mess Services on the campus is made on contract basis. An agreement on a stamped paper of appropriate value is to be entered at the time of taking possession of allotment. The said agreement will comprise the details about the equipment, furniture and other infrastructural facilities provided by the University to run the mess. It is the sole liability of the Vendor to maintain and upkeep all the equipment and infrastructural facilities provided to him in good working condition and hand over back the same to University in good working condition on revocation of the contract.
2. The contract by the agreement to be carried as aforesaid shall be carried on at the sole risk and responsibility of the Vendor and the University shall not be liable for any debt or arrears to payment due to the Vendor from any person whatsoever.
3. The Vendor shall always be deemed to be a bare Vendor only of the said premises to enter upon the said premises for the aforesaid purpose.
4. The Vendor shall abide by all the terms and conditions laid down by the University from time to time. In case at any time, any law and rules relating to Mess which are made applicable subsequently, the Vendor shall be bound by those rules. The University reserves the right to prescribe the regulations of working hours relating to Mess on its premises.
5. The representative of the University shall at all times have free access to every part of the premises allotted to the Vendor for the purpose of inspection and also to carry out the necessary repairs and other annual maintenance works.
6. The Vendor shall not carry out any additions/modifications to the said premises or electric or sanitary installations in the said premises. In case any additions or alternations are required to be made in respect of number of lights, fans, plug points etc..., prior sanction of the University will have to be obtained. The Vendor will be required to pay for charges to this effect.
7. Vendor has to collect the guest charges directly from the students / guests/others.
8. Mess Vendor or his representative manager (who can take decisions) is required to remain present in the mess when the food is cooked & served in the mess.
9. The Vendor shall depute a responsible employee as mess manager. The mess manager shall be available in the mess at all the times and shall be answerable to the university and will abide by the directions/suggestions of the university authorities.
10. Persons will be deputed to act as supervisors to check the overall maintenance of the University Mess premises and proper use of the materials.
11. The university may call for the advice of the University Medical Officer on matters of hygiene in the mess.
12. On the request of Vendor, the competent authority or his representative may revise the rates of food items once in six months, if justified with reason, to be given in writing.
13. The Vendor has to give his Mobile Number and other Telephone numbers for emergency contact.



***Tender for Providing Mess Services at B-4 Mess of Central University of Rajasthan***

14. The Vendors are advised to visit the mess in advance to view the equipment and other items provided by the University as per annexure IX on as is where basis is. No further claim in this regard will be considered by the University.
15. The Vendor shall attend the meeting of the mess committee as & when asked to do so.
16. The order of the University shall be final and binding.
17. The Vendor shall bear the cost of the stamp duty and for execution of agreement.
18. The EMD amount submitted by the applicant will be forfeited in case the Vendor fails to accept the allotment of Mess made by University authorities.
19. Rates finalized after opening the price bid will be valid for one year/ covering an academic session. In case of extension of the agreement for the next academic year / session, increase in the quoted price could be considered (based on the price index / price escalation), subject to approval of the competent authority.
20. The payment to the Vendor will be released only after deducting the TDS (Income Tax), GST and other taxes. if any, imposed by the State Govt./Govt. of India from time to time.
21. As regards collection of payment from the students is concerned, it is informed that the Vendor need not collect the payment directly from the students. The payment will be made to the Vendor by the University every month on the basis of due verification of attendance of students who availed the mess facility during that month and on the basis of bill prepared by the Vendor and verified by the University.

**VII. Statutory requirements to be complied with**

1. The Vendor shall at all times duly observe the provisions of the employment of Child Labour Act. The license should agree to indemnify the University from and against all claims and penalties which may be suffered by the University or any person employed by him by reason of any default on the part of the Vendor in the due observance and performance of the provisions of the employment of Child Labour Act or any re-enactment or modification of the same.
2. The Vendor shall obtain all necessary documents and permissions which are required by law and/or regulations to be obtained and shall at all times duly observe the terms and conditions of all laws and enactment modifications and recommendations for the time being in force.
3. The Vendor will pay all taxes and charges levied by the appropriate authorities at the applicable rates, if assessed during the currency of this agreement.
4. The University will not be responsible for any type of compensation, if any labour is injured while on duty. Personal Insurance (Accidental, etc.) of each Labour has to be borne by the Vendor.
5. The Vendor shall employ the workmen only after due verification of the character/antecedents by the police authorities of the area.



***Tender for Providing Mess Services at B-4 Mess of Central University of Rajasthan***

6. The Vendor shall be responsible for fulfilling the requirement of all the statutory liability pertaining to various Labour Laws and must be registered with EPF, ESI, authorities in respect of the workmen assigned to duty at Central University of Rajasthan as applicable.

**VIII. Operational requirements including hygiene conditions to be met**

1. Water will be supplied by the university free of cost.
2. The Vendor shall at all times use the said premises for the purpose for which it is given and for no other purpose. The sale of possession of intoxicated articles such as liquor, opium and other prohibited articles such as tobacco products and carbonated beverages are strictly prohibited.
3. The premises allotted shall always be kept by the Vendor at his own cost and expense, suitably furnished and maintained in neat, sanitary and hygienic conditions to the satisfactions of the University and whenever called upon by the university, the Vendor and workers on the licensed premises shall submit for medical examination and also to inoculation and vaccination. Officer or any other person authorized by the university shall have the right to inspect all the responsible items.
4. Mess Vendor will be finalized based on his/her experience, contracts executed earlier, contracts in hand, capacity to prepare food, managerial abilities and other relevant factors as considered appropriate by the mess tender committee . If required a team of wardens may also check the quality of food served etc. by the Vendor at the place of his/her current contract of mess services. Mess Vendor (herein after referred as Vendor) is required to note that health, safety and satisfaction of the authorized hostel inmates (students of CURAJ) is the prime concern of the University authority.
5. Food / any other item should not be served inside the room of hostel inmates unless in exceptional cases or ill health on directives of Warden.
6. The Vendor shall with reference to the said premises bear all charges for electricity consumption at such rates as may be fixed by the University from time to time and also Vendor shall pay profession tax, if any imposed or leviable on his trade by the State or local Authorities. All bills for electricity & water supply shall be payable within a week from the date of presentation of the bills, failing which the supply be cut off without notice and without prejudice to University's right to terminate the agreement.
7. In the event of any default by the Vendor in payment of the dues of the University whether for rent and conservancy charges or electrical charges or any other charges, the university will have the right to make good the amount due from the said Security Deposit to the extent available until such time as the Vendor shall have made good the default in payment and the Vendor shall thereupon restore the security deposit to the full amount herein above mentioned within a week from the date of notice.
8. The contract shall be for duration of one year from the date of contract. The Vendor shall vacate the premises on the expiry of the period of contract unless the contract is extended. Depending upon the satisfactory services provided by the Vendor, the contract is expendable up to another



***Tender for Providing Mess Services at B-4 Mess of Central University of Rajasthan***

two academic years (on year to year or part year basis) on same terms & conditions subject to the entire satisfaction of the University authority.

9. Hygiene, overall cleanliness of surrounding, kitchen and the food, raw materials, ingredients etc. are to be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of COOKED FOOD shall not be stored / preserved / re-served after meals. Not following the Mess committee's suggestions / instructions in above matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same.
10. CURAJ/Hostel would reserve the right to check on cleanliness and upkeep of premises and quality of provisions, and quality of the food.
11. Vendor shall be solely responsible in case of incidence/s of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the Vendor as decided by the University for such incidence/s.
12. The Vendor shall use only branded raw materials and best quality for preparing the food. Brands of certain mess items are given in Annexure VIII. A quality control Supervisor will check all materials brought to the mess as well as cooking practices. In the event of the quality of the food served being poor or not adhering to contractual conditions, the University will be free to impose monetary fine as deemed fit on the Vendor.
13. Mess Vendor or his representative manager, (qualified degree/diploma holder in food catering from Govt./Govt. recognized institution) is required to remain present in the mess while the food is served in the mess.(preferably Diploma in Food Catering and Technology)
14. Vendor shall provide light food to the sick student/s during their sickness period and no extra charge will be paid for the same.
15. The Vendor shall, at his cost, maintain adequate stocks of food grain, grocery, and adhere to the standards of the institute.
16. The Vendor should provide sufficient number of cooks, waiters and other workers for efficient services and would be liable for their misbehavior, misconduct or any other act of disobedience.
17. The Vendor must also ensure that the waiters/mess workers wear neat and clean uniform while on duty and which will be provided by the Vendor.
18. The menu, brands and others specifications to be used (as decided by the University) given at Annexure-VIII should be strictly followed by the Vendor. Mess committee of the University can change the menu in consultation with the Vendor. Menu can be changed by Mess Committee of the University to suit the availability of seasonal vegetables and their market supply.
19. Students have a right to put off the mess for maximum period of 10 days in a month with prior information to mess manager. The students will not be charged during the summer and winter term breaks of approximately one month's duration.
20. Mess premises and storage units may be inspected by the committee constituted by the competent authority of the University at any time for checking hygiene, cleanliness and quality of food etc. The university authorities has right to periodical inspection of Mess facilities being



## **Tender for Providing Mess Services at B-4 Mess of Central University of Rajasthan**

provided to the students, maintenance & upkeep of equipment and for all such matters as contained in the agreement.

21. If the Vendor fails to make the equipment functional in reasonable time frame (to be decided by the university authority) the Vendor will liable to pay penalty for the same over and above the maintenance cost of the equipment.
22. It is the sole responsibility of the Vendor for disposal of all waste materials (like food waste, vegetables etc.) generated in the Mess to the designated place(s) subject to the fulfilment of the relevant guidelines of the University.
23. The Vendor and his staff will make their own residential arrangement outside the premises of the university.
24. For damages caused by the Vendor to the kitchen equipment, vessels and other items supplied by the licenser, twice the cost of the equipment will be recovered.
25. The Vendor shall submit the photo and other related address documents of his employees for issue of temporary identity cards. No other person will be allowed to enter the University Campus.
26. The cooks should know the preparation of North, South Indian, Continental and other foods as per the requirement.
27. Cleaning and Housekeeping of Kitchen and dining area, will be the sole responsibility of the Vendor. Cleaning of utensils, cutlery, crockery, kitchen equipment, furniture is also responsibility of the Vendor.

### **IX. Role of Vendor (Dos and Don'ts for the Vendor)**

1. Though, the following facilities will be provided by the University, however, their maintenance and upkeep shall be ensured by the Vendor to the satisfaction of the competent authority of the University responsible to keep check on such issues.
  - i. Furniture for the seating arrangement
  - ii. Proper lights and fans/coolers and electricity supply. The electricity consumption for Kitchen area on actuals to be borne by the Vendor.
  - iii. Equipment as per Annexure-IX
2. The following arrangements will be made by the Vendor:
  - i. Cooking gas.
  - ii. The balance required equipment other than Annexure IX/ crockery and cooking utensils etc.
  - iii. Adequate manpower.
  - iv. Any other equipment/facilities needed to ensure smooth functioning of the mess and canteen.

(Note: Cost for any additional requirements to run the mess smoothly, will be borne by the Vendor)





***Tender for Providing Mess Services at B-4 Mess of Central University of Rajasthan***

3. When circumstances warrant, Vendor should cater for large number of students/staff members at very short notice. Similarly, fluctuations in strength during vacation periods shall have to be accommodated.
4. The Vendor shall make good any damages caused to the said premises (fair wear and tear being expected). The decision of the University on the question whether any damages are caused to the said premises and what amount of compensation would make good such damage shall be final and binding on the Vendor and such amount of compensation as the University may decide shall be recoverable from the Security Deposit furnished and in case of insufficiency, by suitable legal action against the Vendor.
5. The Vendor shall forthwith remove any of his employee or himself or disassociate from the site, whose presence at the aforesaid premises is considered by the University undesirable due to medical or any other reasons, which the University will not be obliged or forced to disclose.
6. The Vendor will not at any time cause or permit any nuisance on the said premises or do anything which will cause unnecessary disturbance to the residents of the campus of the university.
7. The Vendor shall not be allowed to stock highly inflammable substances except under special case and as permitted by the law for the purpose of use within the kitchen of the mess and if any accident takes place to the building by non-observance of this clause, the Vendor shall be held responsible for such losses.
8. The Vendor shall at all times carry on the business allowed to him in a workman like manner and obey instruction of the University to the entire satisfaction of the Officer authorized by the university in this behalf.
9. The Vendor shall not close his business or otherwise suspend the same, other than the weekly shut down (if permitted) without the prior permission of the University. In the event of the Vendor closing his business for one day or more without prior permission, the Vendor may be revoked without any further notice and the security deposit will be forfeited in whole or in part at the discretion of the University.
10. Breach or non-observance of the terms and conditions by the Vendor or his workman shall attract penalty as may be decided by the Authorities of the university. In the event of continued, willful or gross breach or non-observance of the agreement or its conditions, the university may summarily and without notice or compensation at any time and without prejudice to any other rights or remedies to which the university may be entitled under this agreement by law cancel the contract and forfeit the security deposit.
11. Vendor shall have to provide light food to the sick student/s during his sickness period and no extra charge will be paid for the same.
12. The Vendor and his employees shall behave properly with the students and university authorities. No misbehaviour with any of the students/staff in whatsoever form is allowed.
13. The Vendor shall vacate the leased premises with the all features, furniture etc., which are institute properties in good and tenable conditions on termination of the contract.



## ***Tender for Providing Mess Services at B-4 Mess of Central University of Rajasthan***

14. The Vendor shall not make or permit any construction or structural alteration of additional fitting inside the premises of the work place without prior written approval of the authorities of the University.
15. The Vendor shall on revocation of the contract will handover possession of all the items of the said premises to the University in good condition and with all the fixtures and fittings.
16. The eatables served by the Vendor should be wholesome and clean. Only fresh vegetables on daily basis are to be procured. Quality stores provisions for preparing food are to be procured. In case of any rotten or substandard vegetables used or found, penalty can be imposed by the competent authority.
17. The Vendor should ensure to deploy at least one experienced / qualified professional for smooth running of the mess.
18. Vendor must make his own arrangements for housekeeping of the dining and kitchen area allotted and disposal of the kitchen and dining waste material. Housekeeping of common areas shared by the Vendors must be done by them on rotation basis.
19. The University will not be responsible for any type of compensation, if any labour is injured while on duty. Personal Insurance of each Labour has to be borne by the Vendor.
20. The Vendor has to maintain attendance register of his persons and work to be supervised by a Supervisor.
21. The Vendor and his workers must behave politely with hostel inmates. The Vendor and his team, under any circumstances should not involve in arguments with the boarders of the mess. In case of such situations/ under emergency, the Vendor should intimate immediately to the concerned Warden/Deputy Chief Warden/Chief Warden.
22. Every month Vendor should give an undertaking specifying that he has deposited all dues of employees towards their salary, EPF, ESI and other statutory dues, if any.

### **X. Penalties**

Failure to supply food in terms of quality, quantity and as per the menu indicated will attract penalty. For not adhering to contractual conditions, CURAJ shall be free to impose monetary fine as deemed fit on the Vendor. Fines imposed shall be adjusted against payment due to the Vendor. The Vendor will be fined in case of violation of the following rules:-

1. Unavailability of complaint register on the counter/discouraging the complaint would lead to a fine of Rs. 500/- on each occasion on the Vendor.
2. Any complaint of rope/soft plastic/ cloth/stones/ pebbles in cooked food will attract a penalty on the Vendor which can be of Rs. 2,000/- per complaint.
3. Once the contract is awarded, the Vendor will automatically be within the purview of the Food Adulteration Act, the Food Safety and Standard Act - 2006 and the items supplied in the University mess should strictly adhere to the stipulated regulations of the Food Adulteration Act and the Food Safety and Standard Act. Any departure from this will be viewed seriously and is liable to attract legal penalties and punishments.



***Tender for Providing Mess Services at B-4 Mess of Central University of Rajasthan***

4. Apron, uniform, chef cap and gloves etc. Fine on any discrepancy (personal hygiene of workers, misbehavior by workers etc.) will lead to fine of Rs. 4,000/- on Vendor for every instance. Second and subsequent violations of the same rule within 30 days of previous fine will attract double the initial amount of fine on the Vendor.
5. Kitchen should be kept clean. If it is not kept clean, a fine of Rs. 5000/- for each occasion will be imposed.
6. The maintenance of safety, health and hygienic conditions in and around the mess /kitchen will be the responsibility of the Vendor. Mess committee's suggestions / instructions regarding cleanliness have to be followed and the expenditure towards this is to be borne by the Vendor.
7. Items like coloring items etc. which are banned should not be used. If they are found in the kitchen premises penalty of Rs. 10,000/- on each occasion will be imposed.
8. Any complaint of insects found in any meal and verified would invite a fine of Rs. 1000/- on the Vendor.
9. Vegetables used should be fresh and of good quality. If vegetables kept for use are found to be rotten or of poor quality, then a fine of Rs. 2,000/- for each occasion will be imposed.
10. Any 3 complaints of unclean utensils in a day would lead to a fine of Rs. 1000/- on the Vendor.
11. If poor quality of rice is used for preparation of food items, a penalty of Rs. 2,000/- for each occasion will be imposed.
12. Oil once used should not be reused. If reuse of oil is noticed, penalty of Rs. 1,000/- for each occasion would be levied.
13. If mess committee agrees that certain meal was not cooked properly or if quality of any item served during any meal, is not up to the mark (decided by mess committee) a fine of Rs 1000/- would be imposed on the Vendor.
14. If there is any deviation in the approved Menu, a fine of Rs. 1,000/- for each occasion will be imposed.
15. Change in the menu without permission of the mess committee would result in a fine of Rs. 2000/-
16. For damage caused by the Vendor to the kitchen equipment, vessels and other items supplied by CURAJ, the cost of the equipment will be recovered.
17. Absence of proprietor from mess committee meeting will attract fine of Rs 2000/- on the Vendor and re-scheduling of the meeting shall be done.
18. As and when mess council proposes a fine, it will inform the representative of the Vendor or mess manager and fine will be imposed with consent of the mess committee.
19. Using of brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the mess committee with consent of the wardens.



20. Severity of hygiene failure shall be assessed and decided by the mess committee and fined appropriately. In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine in cash and/or summary termination of the Contract.

## **XI. Termination**

1. The Contract entered may be terminated by either party giving three months' notice in writing to the other without assigning any reason at any time and the Vendor binds himself to remove all his properties from the said premises and before handing over the vacant premises to the University, shall conduct repairs to all damages with in the period of the said notice. In default, the University shall have a right to enter into and take possession of the said premises and to lock up the same or remove the furniture or other articles that may be lying there pertaining to the Vendor and to dispose of the same by sale or otherwise without being liable for any damage, and all expenses incurred in connection there of shall be deducted by the university from the sale proceeds or the amount of the security money herein before mentioned.
2. The breach of conditions may lead to forfeiting of Security deposit and / or termination of contract.
3. The Vendor shall not in any manner misuse this contract, no sublet the contract/premises or any privileges granted therein to any other persons whatsoever. The University reserves the right to terminate the agreement if it is found that Vendor has assigned or sublet the said premises or the said privileges.
4. If the Vendor and/or his team and also functioning of the mess is not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, then University is empowered to terminate the contract. Mess Committee's opinion is final so far as the food quality / mess management is concerned.
5. The university can inspect the quality of food, hygiene and behaviour of mess staff at any time; and if found unsatisfactory, a notice shall be issued to the Vendor. The issue of such three notices shall be sufficient for the cancellation of the contract.
6. In the event of any question or dispute arising under these conditions, the decision of the University shall be final and binding on the parties.

## **XII. Jurisdiction**

Not with standing any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference, if the same had been the subject matter of a suit, any and all actions and proceeding arising out of or related to the contract (including any arbitration in terms thereof) shall lie only in the Court of Competent Civil jurisdiction in this behalf in High Court of Rajasthan and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts. If the dispute is related to jurisdiction to High Court, it shall be the jurisdiction of High Court of Rajasthan, Bench at Jaipur.

Dispute if any shall be subjected to the jurisdiction of the Courts in High Court of Rajasthan in Jaipur.



**ANNEXURE I**

**TENDER FORM FOR PROVIDNG MESS SERVICES AT B-4 MESS**

1. Tender Enquiry No. Due for opening on:
2. Name & Address of Tenderer
3. **Status:**
  - i) Indicate whether you are LSU or SSI
  - ii) If you are a small scale unit registered with NSIC under single point Registration Scheme, whether there is any monetary limit?
  - iii) In case you are registered with NSIC, Whether you have attached a photocopy of the Registration Certificate?

**Please indicate**
4. Name & Address of your Banker (Certificate to be attached)
5. Business Name and constitution of the firm. Is the firm registered under
  - i) The Indian Companies Act, 1956
  - ii) The Indian Partnership Act, 1932
  - iii) Any other Act.

(Please give full relevant details)
6. For partnership firms state whether they are registered or not registered under Indian Partnership Act. 1932. Should the answer to this question by a partnership firm be in the affirmative please state further:
  - (i) Whether by the partnership agreement authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the Partner who has signed the tender.
  - (ii) If the answer to (i) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.

**Signature of Witness**

**Signature of Tenderer**

Full Name and Address of Witness  
Whether signing as Proprietor/ Partner /  
Constituted Attorney / duly authorized by the  
company

Full Name & Address of the Person signing  
(In BLOCK LETTER)



**ANNEXURE II**

**DETAILS OF BID SECURITY/ (EARNEST MONEY DEPOSIT)**

Tender Enquiry No. **CURAJ/**

Due for opening on:

Bid Security (EMD) as required by this tender is being submitted in the form of A/c Payee Demand Draft favoring “Central University of Rajasthan” payable at Bandarsindri/Kishangarh, and duly discharged in his favor in advance.

Details of Demand Draft FDR/ Call Deposit/BG/ Pay Order/attached:

DD No. \_\_\_\_\_ Dated \_\_\_\_\_

Drawn on (Bank) \_\_\_\_\_

Amount \_\_\_\_\_

**Signature of the Tenderer**

**Name & Address with stamp**

-----

**ANNEXURE III**

**INCOME TAX RETURN & PAN NUMBER/GST Registration/Labour License No. /EPF  
Code/ESI Registration No./License under FSS Act - 2006**

Tender Enquiry No. **CURAJ/**

Due for opening on:

IT Returns & PAN Number, as required by this tender is being submitted along with this tender.

Details of IT Return: Copy of IT returns of previous years, 2014-15, 2015-16 and 2016-17.

PAN number (Attach a photocopy of PAN Card):

GST Registration No (Attach a copy of GST Registration):

Labor License No (Attach a copy of Labour License):

EPF Code (Attach a copy of EPF Code):

ESI Registration No (Attach a copy of ESI Registration):

License under FSS Act – 2006 (Attach a copy of License under FSS Act -2006):

**Signature of the Tenderer**

**Name & Address with stamp**



**ANNEXURE IV**

**UNDERTAKING – YEARS OF EXPERIENCE**

**Tender No.** \_\_\_\_\_

**Due for opening on:** \_\_\_\_\_

**Name of the Service** \_\_\_\_\_

I/ We M/s \_\_\_\_\_ hereby declare that:

Our agency has been in business of providing mess services a period of at least last 4 years and has provided services similar to the services sought in this tender.

We have provided mess services for two years in one of the Institution specified in Pre-Qualifying Criteria.

**We will abide by all the terms and conditions of this tender including the clauses of bid security and performance security.**

We declare that we have necessary facilities/tie up for providing Mess services and enough manpower to cater to any additional need of University on short notice, if any such need arises during the tenure of the contract.

**Signature of the Tenderer**

**Name & Address with stamp**



**UNDERTAKING BY THE TENDERER**

I, Shri \_\_\_\_\_  
\_\_\_\_\_ S/o \_\_\_\_\_  
\_\_\_\_\_ hereby solemnly agree to abide by the Terms & conditions mentioned in the tender documents.

Any break of the Clause/Clauses will render my contract null and void.

**I have understood completely about this tender document and the terms and conditions therein. I agree to serve the eatable/Breakfast/Lunch/Dinner on the rates mentioned in the tender rate list annexed with. I have also understood that I have to maintain the high standard, quality and hygiene of all the eatables as mentioned in the rate list of items with the tender. Further I undertake that I have not been debarred/black listed on previous occasions by any of the Departments / Universities / Institutions /Public Sector Undertakings etc. of Central/State Government.**

Signature of the Tenderer

Name of the Tenderer \_\_\_\_\_

Witness No. 1  
(Name and full address)

Witness No. 2  
(Name and full address)

(Full Signature of the Tenderer with seal of the Agency)





**ANNEXURE VI**

**LIST OF PRESENT CLIENTS**

**(For the value not less than Rs. 25 Lakhs per annum for each client):**

S. No.	Name of the client	Scope of work	Date of start	Date of completion	Reference of authorized official on clients side with contact number
1.					
2.					
3.					
4.					

**Note: Keep adding in the similar manner if the list is longer**

**NOTE:**

1. Present clients mean the clients presently (on the last day of bid submission) being served by the service provider. The list of previous clients within one year of last date of submission of bid can also be included.
2. Supporting documents in the form of award of work/completion should be submitted.
3. Please highlight the clients for which the total tenure of services is 2 years or more than 2 years continuously. Certificate of continuity of services with all the clients where mess services have been provided for 2 or more years continuously should also be attached/proof of award of work in continuity to be attached.
4. If no proof of award of work, completion of work is submitted, the evaluation committee may make its own judgment and the Bidder may be rated accordingly on this count in technical evaluation.

**Signature of the Tenderer**

**Name & Address with stamp**



**Annexure-VII**

**PRE-QUALIFYING TECHNICAL BID**

Passport size  
Photograph of  
bidder

<b>S. No.</b>	<b>Criteria</b>	<b>Details</b>	<b>S. No. of Documents attached</b>
1.	Name of the Firm/Individual/Company/Vendor		
2.	PAN CARD No. (attach photocopy)		
3.	Registration No. under shop & Estt. Act/ or any other Act (attach photocopy)		
4.	GST Registration No. (attach photocopy)		
5.	EPF Registration (attach photocopy)		
6.	ESI Registration (attach photocopy)		
7.	Labour License / Registration (attach photocopy)		
8.	Food quality certificate from Quality Council of India details (attach photocopy) and License under FSS Act 2006		
9.	ISO extra certificate details (attach photocopy)		
10.	Full Address with contact (Phone/ Mobile No)		
11.	Previous experience/Training in the concerned field (attested certificates to be attached)		
12.	Details of contracts executed during 01.01.2014 to 31.12.2017 (attested certificates to be attached) conforming duration of such contract		
13.	Present Assignments (attested certificates to be attached) 1. 2.		
14.	Financial Position/ Turnover Solvency Certificate from schedule commercial Bank and copy of 3 Years Audited Accounts		
15.	Names and addresses of two references with contact No. 1. 2.		



**Tender for Providing Mess Services at B-4 Mess of Central University of Rajasthan**

16.	Details of DD submitted as Earnest Money (refundable in case of unsuccessful bidder)	DD No. _____ Date _____ Issuing Bank _____
17.	Whether the Performance Security Deposit can be submitted within 15 days as per agreement (if the tender bid is considered) – YES / NO	
18.	No. of persons with qualifications to be deployed at CURaj	
19.	Any other information / Remarks	

Certified that the information furnished above is correct to the best of my knowledge and belief, if any information furnished above is found to be false at a later date, I shall be liable for any action to be taken by the authorities of University including forfeiture of the security deposit amount.

Date:

Place:

Signature of the Tenderer



Annexure VIII

Sample Menu and other conditions

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Breakfast</b>	AlooParatha (02), Chutney/Pickle, Tea (100 ml)	Butter Pav (03) Bhaji/Sandwich(02), Tea (100 ml)	Idli (04) /Masala Dosa(02), Sambhar, Coconut Chutney, Milk (200 ml)	Aloo/Methi/Onion Paratha (02) Chutney (onion tomato) /Pickle, Tea (100 ml)	Puri (04) Sabji, Tea (100 ml)	Banana (02), /Daliya (Feeka/Namkeen) Milk (200 ml)	Poha 150 gm (Seasonal Vegetable), Sav, Onion, Lemon +Tomato Sause, Tea (100 ml)
<b>Lunch</b>	Arhar Dal, Green Vegetable, Roti, Rice, Vegetable Raita	Rajma, Seasonal vegetable, Roti, Sweet, Rice, Salad	Moong Dal, Aloo Jeera, Rice, Roti, Sprouts, Season Bundi Raita	Kadi (Pakodi), Sev Tomato, Roti, Rice, Salad	Loki Channa Dal, Seasonal, Vegetable, Roti, Rice, Raita, Salad	Dal, Batti/ Bafla, Churma, Rice, Salad, Garlic Chatni	Aloo Paratha with Pickle, Fried Rice, Curd (200 gm), Papad
<b>Dinner</b>	Chhole, Seasonal vegetable, Rice, Roti, Salad	Mix Dal, Soyabean, Rice, Roti, Salad,	Dal Palak, Mix Veg, Roti, Rice, Salad	Masoor Dal, Paneer, Roti, Rice, Salad, Sweet	Dal Makhni, Malai Pyaz, Roti, Rice, Salad	Dal (Arhar), Seasonal vegetable, Roti, Rice, Salad,	Urad Channa Dal/ Mogar Dal, Seasonal vegetable, Roti, Rice, Salad,

**Sweet includes:** GulabJamun (02 pieces, 40 gm each), Kheer (120 ml), Balusahi (01 piece, 50gm), Halwa - Suji/Gajar/Moong (100 gm), Jalebi (75 gm, Imrati (75 gm), Rasgulla (02 pieces, 40 gm each), NariyalLaddu (02 pieces, 40 gm each).

**Seasonal Vegetables includes:** Gajar, Matar, Gobi, Shimla Mirch, Beans, Pumpkin, Arbi, Ladyfinger, Baigun, Loki, Tinda, Tori, Palak., Bathua, Sarso, Karela, Parval, Cauliflower, Cabagge

**Sprouts:** - Channa or Moth sprouts with chopped onion, tomato

**Conditions:**

1. In any dal, water content cannot be beyond 50%.
2. Paneer at least 75 gms in each serving.
3. If desired, extra sugar should be provided with milk and tea.
4. In any raita, curd and water ratio should be 3:1.
5. Aloo should not be included in any seasonal vegetable without permission of mess committee.
6. Water should not be added to the Milk.
7. The ratio of all vegetables in a curry should be nearly equal.
8. During Lunch and Dinner: Unlimited Rice, Unlimited Roti/Chapati (with ghee), Unlimited Dal, Unlimited Curry, Curd (200 gm), Raita/buttermilk/chaas (200 ml)
9. Unlimited Salad will be provided during Lunch and Dinner. It will comprise of lemon and any three of tomatoes, cucumbers, onions, beetroots, carrots and reddish.
10. Sufficient counters should be operational. The need will be decided by the mess committee.



**Brands to be used**

<b>SR. NO.</b>	<b>MESS ITEMS</b>	<b>BRAND</b>
1	Salt	FSSAI approved ,Tata, Annapurna, Nirma, Patanjali, Nature fresh
2	Tomato Sause	Maggi, Kissan, Del Monte, Tops, Cremica, Tops
3	Refined Oil	FSSAI approved, Mahakosh, Nutrela, Nature fresh, Dhara, Sundrop, Saffola, Fortune, Priya. Use of Hydrogenated (vanaspati) oil is prohibited.
4	Atta	FSSAI approved, Ashirvad, Annapurna, Shakti Bhog, Nature Fresh, Patanjali
5	Tea	Brooke bond, Lipton, Tata, WaghBakri, Pataka
6	Rice	Sonamasuri, Inida Gate, Dawat,
7	Milk	Amul, Saras, Mother Dairy
8	Pickles	FSSAI approved, Priya, Ruchi, Aachi, MTR, Pachranga,Tops
9	Ghee	Anik, Gowardhan, Milk Food, Patanjali, Britannia, Saras, Amul.
10	Spices	FSSAI approved, MDH, Everest, Ramdev, Patanjali, Ketch
11	Poha	FSSAI approved
12	Any other items	FSSAI approved

Other brands cannot be used without permission from mess committee.

There shall be at least 10 special meals sessions during the year for different festivals and ceremonies of the Institute with no extra cost. The menu for these special meals will be decided with mutual discussion of mess warden, mess committee and the contractor.

In a year twice menu can be changed in coordination of Warden, Mess Committee and Contractor.



**Annexure-IX**

**List of Kitchen Equipment to be provided by CURAJ for B-4 Mess**

<b>Item No.</b>	<b>Description of Items</b>	<b>Quantity</b>	<b>Unit</b>
1	Breakfast Plates	189	
2	Food Plates	265	
3	Karai (Small+Big)	2	
4	Palata	1	
5	Bhagona's	2	
6	Rice Chalani	1	
7	Water Container	1	
8	Fry Pan	1	
9	Bhagoni	1	
10	Donges	4	
11	Itali Cooker	1	
12	Atta Parat	2	
13	Water Bucket	2	
14	Water Jug	3	
15	Cooker	2	
16	Service Spoon	10	
17	Glass	10	
18	Small Spoon	5	
19	Spendis	5	
20	Chimata	2	
21	Dustbin	2	
22	Mess Table	10	
23	Potato Jali	1	
24	Tawa Bhatti	1	
25	2 Burner Bhatti	1	
26	3 Burner Bhatti	1	
27	Small Bhatti	1	
28	Cesrol /Hot cash	1	
29	Thali Wash Stand	1	
30	Thali Stand	1	
31	Grander	1	
32	D-Freez	1	
33	Atta Machine	1	
34	Masala Stand	1	
35	Donges	5	
36	Insect Killer	2	
37	Dish Counter/ Banmery	1	

**\*Subject to verification at the time of handing over the Mess.**



**Annexure-X**

**Price Bid**

**Offered rates of B-4 Mess Contract (To be sealed in separate envelope)**

1. I \_\_\_\_\_ S/o \_\_\_\_\_ Age \_\_\_\_\_  
R/o \_\_\_\_\_ (complete postal address) hereby submit the quotation for running business (B-4 Mess) the name is as follows: \_\_\_\_\_
2. I have gone through the terms and conditions etc. of the University tender meant for allotment of B-4 Mess.
3. After going through the completely the N.I.T./ Tender Documents and understanding the terms and conditions, I intend to submit my Quotation for B-4 Mess
4. Price quoted for Mess (Fixed Menu)

**S. No. 1**

S.No.	Item Vegetarian Meal	Quoted price payable in Rs. including material, cooking and all services charges for unlimited serving per day based on sample menu as <u>Annexure-VIII</u> )		
		Quoted price	GST and other taxes	Total cost
1.	Break Fast Per day			
2.	Lunch Per day			
3.	Dinner Per day			

**S. No.2:**

S.No.	Item Vegetarian Meal	Quoted price payable in Rs. including material, cooking and all services charges for unlimited serving per month basis		
		Quoted price	GST and other taxes	Total cost
1.	Total Per Month (Breakfast, Lunch & Dinner as per sample menu mentioned in Annexure-VIII)			

**Note:**

- Students will be charged as per month basis. Concession in monthly bill will be allowed for continuous leave of minimum 7 days and maximum 10 days with information in advance only.
- When a student is required to leave the hostel for a genuine reason (Academic purpose only), Mess off will be given to individual students for N-2 days under special circumstances. ‘N’ shall be the period of actual continuous absence from hostel and should be certified by the concerned Head of the Department and intimated to the Hostel Warden well in advance. Mess off would also be given if a students is not keeping well and admitted to hospital or going for academic / sports / cultural activity deputed by the Institute and he submits the application through the Teacher Incharge to the Hostel Warden well in advance before leaving or any other reason deemed fit by the Warden.
- For faculty, staff & guests, meals to be provided on per day coupon basis.



**Tender for Providing Mess Services at B-4 Mess of Central University of Rajasthan**

❖ **Approximate prospective users of the B-4 Mess may be 200 & above.**

I hereby agree to provide and serve the items mentioned in schedule Financial Bid as per the rates quoted by me/negotiated as per the mess committee members only.

Name & Signature of the Bidder: .....

Date: ..... Place: .....

Address with phone nos. ....

.....